

## PROCEDURE on Employee Harassment and Sexual Harassment

### Reporting Harassment

All College employees are responsible to help assure that harassment is avoided. Employees who believe they are victims of harassment or have witnessed harassment based upon an employee's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, or other protected group status, must submit a report of harassment to one of the College's two Equal Employment Opportunity Officers ("EEO Officers") immediately.

A report of any form of harassment should ordinarily include the name of the complainant and should always include the name of the alleged harasser, the date(s) of the occurrence(s), and a brief description of the incident(s).

### Investigation

The College's EEO Officer who is notified of a complaint which is made pursuant to this policy shall promptly and thoroughly undertake or authorize an investigation. That investigation may be conducted by the College's EEO Officer(s) or by any other person(s) designated by the College. If the investigation results in a finding of harassment, the College will take remedial action to stop the harassment and prevent recurrence.

The College will keep complaints and the terms of their resolution confidential to the extent possible given the need to investigate. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

### Discipline

Employees who make good faith complaints pursuant to this policy will not be disciplined.

Any College employee who is determined, after an investigation, to have engaged in harassment will be subject to disciplinary action up to and including discharge.

Upon an investigative finding that an employee was harassed by non-employee College Personnel, or by a Third Party, the College will take prompt, appropriate action to address the violation.

Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

### No Retaliation

The College forbids retaliation against anyone for reporting any form of harassment, assisting in making such a complaint, or cooperating in an investigation of the complaint. If you feel you have been retaliated against, you are to notify one of the College's two EEO officers immediately as specified in the "Reporting Harassment" section above.

Additional Information

You may also contact the following state agencies regarding a harassment complaint within 180 days of the date the alleged harassment took place:

Illinois Department of Human Rights  
100 W. Randolph Street, Suite 10-100  
Chicago, IL 60601  
(312) 814-6200

Illinois Human Rights Commission  
100 W. Randolph Street., Suite 5-100  
Chicago, IL. 60601  
(312) 814-6269

The Department of Human Rights investigates complaints of harassment and determines whether there is substantial evidence to support a charge of discrimination. The Illinois Human Rights Commission adjudicates complaints of harassment to determine whether a violation of the Illinois Human Rights Act has occurred.